



Job Opening: Executive Assistant/Public Information Officer  
Department: Administrative Services, Town of Waynesville  
Hours: (Monday - Friday) Hours 8:30 a.m. to 5:00 p.m. with some evening and early morning meetings  
Salary: Commensurate with Experience  
(5% salary increase following completion of a 6 month probationary period)  
Posting Closes: Monday, January 18, 2016 at 5:00 p.m.

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### **ESSENTIAL JOB FUNCTIONS**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Prepares and posts public/legal notices and advertisements of all official Town meetings, public hearings, and business in accordance with state statutes.
- Maintains regular Town Board/Committee meeting and facilities schedules; ensures adherence to open meetings and public information law.
- Researches and provides information as requested by town manager, elected officials, employees and general public; coordinates response to citizen complaints.
- Sets up, maintains, secures files and provides for indexing/searching capability for all Town Records, including ordinances, minutes, contracts, general files, etc.; manages records retention/disposition policies.
- Prepares meeting agendas, supporting materials, and formal minutes in a timely manner; attends meetings; administers oaths of office; attests and affixes Town seal for all contracts and official business; attends bid openings and records bids; plans and coordinates special projects and events as required.

## **TITLE : EXECUTIVE ASSISTANT/PIO**

- Prepares, maintains and posts adopted ordinances, resolutions and proclamations; arranges codification of ordinances with contract firm; reviews and verifies Code Supplements prior to on-line posting and distribution.
- Designs, publishes and maintains Town website and social media pages to include regular updates and special announcements; prepares news releases as directed; coordinates media relations; prepares, distributes, compiles and analyzes citizen surveys; designs, publishes, distributes promotional, educational and informational materials.
- Provides administrative support for Town Manager, Mayor and Board of Aldermen; prepares and distributes monthly calendar to staff, board and commission members; maintains correspondence and filing system; channels routine requests/problems to appropriate department; prepares and/or processes various records and reports .
- Participates in Leadership Team and meetings as requested by the Town Manager; interacts with state and local elected officials and community leaders, regional council of governments, NC League of Municipalities, NC Clerks Association, UNC School of Government
- Operates a variety of office equipment such as computer, copier, calculator, fax, scanner, digital recorders, A/V equipment, and a variety of computer software such as Microsoft Office Suite, Adobe Acrobat, MUNIS Municipal Accounting
- Performs related tasks as required.
- Exhibit professional ethics, leadership, accountability and teamwork.
- Administer notary public functions for the office.
- Completes other projects and duties as assigned by the Town Manager.

### **Knowledge, Skills & Abilities**

- Extensive knowledge of office techniques and Microsoft Office applications; ability to practice effective communication techniques both orally and in writing
- Ability to analyze, interpret, recommend and implement policy and procedural guidelines.
- Ability to handle multiple tasks at one time
- Working knowledge of government policies and procedures
- Ability to perform legal research in accordance with preliminary instructions as to methods or approach, source material available and policy and precedent of the office
- Ability to establish and maintain effective working relationships with persons contacted in the course of work and in the performance of duties

### **EXPERIENCE REQUIREMENTS:**

## TITLE : EXECUTIVE ASSISTANT/PIO

Requires an Associate's degree and/or certification in public administration, journalism, paralegal sciences, business or other relevant field (Bachelor degree preferred), supplemented by a minimum of five years responsible administrative work experience, preferably as a certified clerk in a local government setting, or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

### **License or Certification Required by Statute or Regulation:**

1. Notary Public or ability to obtain within six months of employment
2. Valid State of North Carolina Driver's license
3. Completion of UNC School of Government Municipal Clerk Certification within two years of employment

### **Other Position Characteristics:**

1. Data Involvement: Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information.
2. People Involvement: Requires, tact, judgment, empathy, organizational skills, energy, a good sense of humor and the ability to deal with a wide range of personalities and people from varied socio-economic backgrounds. Must be adaptable and able to perform under stress and when confronted with persons acting under stress.
3. Instructions Provided to Employee: Receives instructions, assignments and/or direction from multiple supervisors including all Board members.
4. Involvement with Things: Requires handling or using machines, tools or equipment requiring moderate instructions and experience such as computers, peripherals, software programs, such as word processing, spreadsheets or custom applications and may service office machines.
5. Supervision Received by Employee: This position is under the direct supervision of the Town Manager.
6. Reasoning Requirements: Strong requirement is needed to perform coordinating work involving guidelines and rules with constant problem solving skills.
7. Mathematical Requirements: Requires the ability to perform addition, subtraction, multiplication and division and/or calculating ratios, rates and percentages.
8. Language Requirements: Requires the ability to read technical instructions, procedure manuals and charts to solve practical problems; composing routine reports and specialized reports, forms and business letters and correspondence in the proper format; speaking in compound sentences using normal grammar and word form. Must be able to communicate with tact, judgment, empathy, energy and utilizing strong organizational skills.
9. Mental Requirements: Requires performing specialized technical or entry level professional work requiring a general understanding of governmental operating policies and procedures and their application to problems not previously encountered; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

**TITLE : EXECUTIVE ASSISTANT/PIO**

**Physical Requirements:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Interested individuals may file an application with the Town of Waynesville or Job Link on or before the closing date of Monday, January 18, 2016 by 5:00 p.m.

Application is available online at [www.waynesvillenc.gov/human-resources](http://www.waynesvillenc.gov/human-resources) or by visiting the Municipal Building located at 16 South Main Street, Waynesville, NC 28786.

Completed applications should be sent to:

Brittany Buchanan, HR Specialist  
Town of Waynesville  
16 South Main Street  
Waynesville, NC 28786  
Or via email at [bbuchanan@waynesvillenc.gov](mailto:bbuchanan@waynesvillenc.gov)